

*Office of the Archives, General Administrative Records, Completed Forms and Work Logs, W409.2-1A-1*  
*University Archives, Winthrop University*Winthrop University Archives  
Preliminary Descriptive Inventory

Unit: Archives, Office of the  
 Sub-Group: General Administrative Records  
 Series: Completed Forms and Work Logs

Record Group no: W409.2  
 Sub-group no: 1A  
 Series no: 1

Description of series and its contents:

**This series consists of completed forms and work logs produced by the Archives Department in the Library.**

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Worklog: Accession Register (Archives)	1973-1975
1	2-5	Items on Loan	1973-1979, 1995-1996
1	5-7	Reference Questions	1973-1977
2	8-10	Reference Questions	1977-1980
3	11	Reference Questions	1975-1980
3	12	Statistical Count for Reference Questions	1975-1980
3	13	Rules for use of Manuscripts and Archival Material	1974-1978
3	14	Worklog: Accessions to the Archives Collections	1973-1979
3	15	Worklog: Accessions to the Archives Collections	1975-1979
		Winthrop College Archives Collection	1973, 1976
3	16	Worklog: Processing Manuscript Collections	1975-1979
3	17	Worklog: Processing of Archival Records and materials	1975-1979
3	17	Worklog: Professional Activities	1976-1978
3	17	Worklog: Accession to Oral History Collection	1974-1979
4	18	Accessions to Faculty Publications File	1977-1980
4	19	Archives Records Transmittal	1975-1976
4	20	Archives Microfilm Accession Log	1976-1982
4	21	Visitors Register	1983-1988
5	22	Completed "Rules for Use" Forms	2004-2006
5	23	Completed "Items on Loan" Forms	2000-2001
5	24	Completed Accessioning and Processing Work Log forms	2005-2006
5	25-26	Completed Accessioning and Processing Work Log forms	2008-2010
6	27-28	Completed Accessioning and Processing Work Log forms	1991-1992
6	29	Policies and Procedures Manual for Winthrop College Archives	1974